

GTA Board Meeting Minutes

October 25, 2010

County Square, 301 University Ridge, Greenville, SC
Conference Room F

Board Members in Attendance:

Mr. John Boyd
Mr. Matt Carter, Chairman
Mr. David Mitchell, Asst. Chairman
Mr. Jan Williams

Others in Attendance:

Karen Crawford, City Comptroller
Phillip Lemmon, Jr., ACOG
Andrew Meeker, City Urban Designer
Warren Rowe, City Capital Projects Manager
Gaye Sprague, City Council Member

Absent Board Members:

Mr. Trey Fouché
Mr. Al Gray, Treasurer

Staff in Attendance:

Lorrie Brown, Administrative Assistant
Carl Jackson, Transportation Director

The meeting was called to order at 12:00 noon.

Quorum established. One vacancy currently exists on the Board.

Approval of 9/27/10 Board Minutes:

Correction on line 34: Change date to 9/20/10.

A motion to approve the minutes was made by Mr. John Boyd. The motion was seconded by Mr. David Mitchell. No opposers. The motion carries.

Committee reports:

The Development Committee report was given by Mr. David Mitchell. All committee members were present at the October 18th meeting.

A Request for Board Action was submitted for staff to include the price of the proposed bike facilities and bike lockers in the 2010 Annual Apportionment Grant Application under the Transit Enhancement category. Greenlink staff understands that the City of Greenville has agreed to pay the full portion of the local match. Each year GTA is required to spend at least one percent (1%) of their annual apportionment on Transit Enhancement. There is a large scope of items that fall under the 2010 apportionment. Transit enhancement includes: 1) Historic preservation, rehabilitation, operation of historic transportation buildings, structures and facilities (including historic bus and railroad facilities); 2) Bus Shelters; 3) Landscaping and other scenic beautification; 4) Public art; 5) Pedestrian access and walkways; 6) Bicycle access, including bicycle storage facilities and installing equipment for transporting bicycles on public transportation vehicles; 7) Public transportation connections to parks within the recipient's public transportation service area; 8) Signage; and 9) Enhanced access for people with disabilities to public transportation.

The cost of the project which includes putting in six bike routes and ten bike lockers is \$61,547.00. The amount requested from GTA is \$49,238.00 with the City contributing \$12,309.00. This will come out of the annual apportionment grant.

Discussion of Request for Board Action prior to vote being taken:

- There will be 4.25 miles of bicycle lanes.
- Approval is contingent upon the City putting up the local match.
- If the money goes through, the Board wants to ensure that it is tied to the Greenlink brand. Mr. Meeker stated that one concept as far as branding is the utilization of a door hanger for properties adjacent to the on street bicycle facilities; his group would work directly with Greenlink on some of the verbiage. The door hangers would show the partnership between the City of Greenville and Greenlink. One concept is similar to some of the infrastructure that is going in the Transfer Center pertaining to route maps, etc. They can do signage and information at the bicycle lockers. There will be an open dialogue between his department and the GTA Board. The Greenlink logo can be put on the bicycle lockers. Mr. Carter stated that during the Finance Committee Meeting there was discussion of putting the Greenlink logo on the street similar to what has been done at parking garages with the Parking "P". He would especially like to see the Greenlink logo on lanes which are paid for using GTA/Greenlink funding.
- Mr. Meeker stated that they currently have a fair amount of short term bicycle racks for an hour to 2 hours. However, someone who boards the bus with their bicycle and is at work 8 to 10 hours needs a secure place for

their bicycles; this is where the bicycle locker concept comes into play. There have been several requests for long-term bicycle parking. There will be some revenue generated by charging a rental fee. The model will vary. Lockers can be charged monthly or annually. Rental would be somewhere around \$40 to \$60 per year. They are requesting \$33,000.00 from Greenlink for the on street facilities.

- Carl Jackson stated that there are traffic engineering issues due to some bike lanes being close to where buses operate. There was discussion of finding some way of putting markers on lanes where buses pull over to serve as some sort of warning. Federal law states that buses must pull over to the curb. We need to have a green hash mark in areas where we pull over for our stops. Bike lanes are 4 feet wide. Mr. Meeker stated that the national engineering standard when a bus stop interrupts a bike lane involves hashing the lane; this is a universal sign. New facilities will have the universal signs. Retrofitting can be addressed later.
- Mr. Carter stated that to make this happen we must have the local match from the City and obtain federal approval. We have to spend a percentage towards transit enhancements. Bike Lanes are not listed specifically as an enhancement.
- Mr. Jackson stated there is also the educational piece; one being the brochure the City has already produced on safe biking. There is also a video which currently airs on the City channel and is also on the Greenlink webpage showing passengers how to put their bicycles on and off the bike racks on the buses.
- Mr. Jan Williams stated that during the Development Committee meeting he addressed the one percent (1%) set aside with Greg Baney; the document presented by Mr. Baney stated very specifically that the one percent references historical preservation, rehabilitation and historical items. This means that the one percent, as Mr. Baney defined it in his handout, is somewhat nebulous. In FTA circular # C-930-1D, there is another place where they talk about urbanized areas of 200,000 or more in population. They are saying that the dedicated recipient must use one percent (1%) for each transit enhancement. In addition, at least one percent (1%) of the funds must be expended for public transportation security props. This means that this has to be matched and it is not just that one percent; the security props must also be done. Mr. Jackson stated that we have already exceeded this in our current 5307 apportionment.
- Mr. Williams stated that the circular also addressed SAFETEA-LU; which is another way of obtaining funds. He stated that the City would not need to go through GTA. He further stated that the federal share for biking facilities is 90% instead of the 80% presented and it goes into enhancements at 95%. Mr. Carter stated that when GTA purchased bike racks for buses they were funded at 94%; it was interesting to him that bike routes and bike lockers were only funded at an 80/20 match. He felt this might be due to this grant being part of the grant for the Transfer Center. He wants to know why we are not pursuing the 95% funding. Mr. Jackson stated that SAFETEA-LU is the FTA's way of categorizing their appropriations that are approved annually every year by the senate. They never approved any new changes to SAFETEA-LU. Phillip Lemmon stated that SAFETEA-LU (formerly "Ice Tea") has not been extended, but it keeps going on without a new agreement. Mr. Jackson stated that with respect to 90-95% rate, it is probably needs to be pursued under a different program other than GTA. He stated that the other part is finding a match; in-kind service is a way of doing a match. Mr. Carter stated he feels we should be able to do the bike lockers at a rate of 94%. Andrew Meeker stated that their matching funds are coming from his department. He stated that he cannot speak to the rate directly because Greg Baney was the one who negotiated it, and it was his primary recommendation that they use the 80/20 1% minimum apportionment as the vehicle for pursuit of funding. Mr. Carter stated that SAFETEA-LU is transit money. Mr. Jackson will have staff look into whether we can get the higher percentage. He stated there is another component regarding where we are putting the lockers, since some will not be near a shelter location or directly on transit owned property. Mr. Carter stated that historical does fall into transit enhancements, but it is not the only transit enhancement covered.
- Mr. Jan Williams questioned how much bicycles will actually pay towards the storage and offered an alternative to bike lockers. Per Mr. Williams, if we put a box in one of the garages in the city, it takes up a certain amount of space. However, if we just use bike racks opposed to bike lockers we could have more bicycles. As far as safety, we could post signage that states surveillance equipment monitors the bicycle racks inside the garage. A rack would also be cheaper. Greenlink could give a pass (.10 or .15 cents more to ride the Greenlink bus), so the bicyclist can park their bike and have automatic access to use the bike racks on buses and for storage of their bicycles while working. Greenlink does not charge an additional fee for bikes being put on the buses; everything is paid for with local taxes. He thinks we can link something more substantial to this rather than having a box that someone who lives in downtown Greenville says they will ride Greenlink, but they never ride and would still have access to the bike storage box. For someone who never rides a bus to store their bicycle in a \$2,000.00 box seems a little atrocious to him when you could have a bike rack a lot cheaper.

The Development Committee recommends approval of staff's request to include the price of the proposed bike facilities and bike lockers in the 2010 annual apportionment grant application under the category of Transit Enhancement. Greenlink staff understands that the City of Greenville has agreed to pay the full portion of the local match. Since it is a recommendation from the Development Committee, a second is not required. A vote is taken. The vote is two against and two for the recommendation. The recommendation does not carry.

This recommendation is being redirected to the Development Committee to have the concerns expressed by the Board addressed. It will then be brought back to the Board at the next Board Meeting. Mr. Carter stated that we had looked into a bike sharing program pretty heavily a few years ago; it was a project of former Board Member, Stewart White.

Discussion Ensues after the Vote is taken:

Andrew Meeker stated that the two items are somewhat independent. If the lockers are a concern, they would like to pursue the lanes. The lanes take priority for his group. Mr. Meeker asked whether the request for assistance with street markings and bike lockers can be voted on separately. He presented two spreadsheets for lockers and on street facilities. Mr. David Mitchell stated that he would like to have a return on investment we are providing as far as how it benefits the City and Greenlink. This request will be brought back to the Development Committee. Mr. Carter stated we are trying to change the mindset of people as far as bicycles being a true form of transportation. Mr. John Boyd asked that if it is approved whether advertisements could be sold; with the number of bicycle shops opening up he felt that there was advertising potential. He was told that this was a possibility. Mr. Jackson wanted it noted that the current recommendation presented by Mr. Meeker did not have racks taking up parking spaces. They are in garages and areas not being used for parking. A parking space on a monthly bases costs \$69.70 and .75 per hour. He would not advocate taking parking spaces away.

Mr. Jan Williams asked that a performance chart be developed. He sent a sample chart to Shelia Schmitt. Mr. Carter stated that is a matrix for keeping tracks of route performance.

Carl Jackson gave the projects report update to the Committee. The topics discussed are as follows:

- **Bus shelters** - 30 shelters have been installed.
- **Mauldin/Simpsonville Commuter Route** - A meeting took place with the City Administrator of Simpsonville; the feasibility study developed by Greg Baney was reviewed.
- **Public Information Plan** – Carl Jackson and Shelia Schmitt are working with a vendor to develop system maps as well as a professional annual report.
- **Transfer Center Renovations (Phase II)** – Favorable bids were received. A determination will be made regarding whether money will be left for a bike station.
- **Five Year Capital Plan** – This is an FTA requirement, and Greg Baney will be working on this item. It is due in January.
- **Bus Replacements (Phase II)** - A bus spec meeting took place in September. This is for the seven (7) additional buses scheduled to arrive June 2011. Mirrors and cameras, etc. were discussed. As a result, some things were changed. There will be approximately \$4,000.00 in additional enhancements. Negotiations took place with Gillig. A pre-production meeting will also take place.
- **Purchase of CAD/AVL** – The AVL RFP is on the street, it has been extended by two weeks (Oct 28). We have received a lot of questions from some of the proposers. Most questions were technical pertaining to the fleet and the size of the doors, etc. There have been favorable responses from vendors thus far. Instant texting is included where data is emitted to the bus and details of the location of the bus are transmitted. A code can be sent to cell phones telling the location of the bus and the time it is expected to arrive.
- **Inner-City Bus Grant** – More information will be forthcoming around the first of 2011.
- **Census Tracks and Department of Commerce** – There is a federal Department of Commerce circular that is making the case that a need exists to combine some transit areas into regions. If Greenville as we currently stand is considered a small urban, there is a funding model which goes with this which says we cannot get any funding for Bus Operators at the 80/20 split. In Mauldin and Simpsonville their split is 50% for operating. Spartanburg's split is 50/50. Pickens is rural and they are at 50% operational. The Fleet Manager report was enclosed in the package.

The General Manager report was given to the Committee.

Ridership is still on the upward trend. • Over 600 bicycles and over 400 wheelchairs were carried. • We are at a

12.76% increase in passengers for the month of September over last year. • Revenue is up by 12.2% compared to last year's numbers. • There was a slight decrease in swap outs due in part to PMs. • Drivers are happy with the new schedules. • Faculty and students of Furman are riding the recently implemented Furman route (Furman advertised the route). Benches have not been approved by Furman at this time. • New drivers have been hired. • There are misspelled words on the schedules presented by Upstate Shuttle Service.

The Finance Committee Report was given by Mr. Matt Carter for the meeting that took place on 10/21/10.

The line item for Utilities for the 154 Augusta St. facility was moved to Non Vehicle Maintenance so that money could be drawn down from the Federal Government. Mr. Matt Carter asked that staff find out if we can go back and draw down money for previous years.

Invoices for approval:

October 2010 GTA Finance Board Invoices

Date	Company	Description	Invoice #	Amount
9/22/2010	CEMEX	Bus shelter concrete	9420204479	675.00
9/16/2010	CEMEX	Bus shelter concrete	9420166086	339.00
9/23/2010	City of Greenville	Air encroachment fee for exterior signs	n/a	50.00
9/30/2010	City of Greenville	GTA Board Contract - August 2010	71726	302,960.72
9/30/2010	City of Greenville	GTA Board Contract - Period 13 Billing	71725	12,160.56
9/30/2010	Clements Electrical, Inc	Transit center electrical upgrade & lighting	n/a	23,642.50
9/30/2010	Guaranteed Supply Co.	Shelter Concrete Sealer – Multiple shelters	280352	153.80
9/1/2010	Neal Prince Architects	Transit center Renovation expenses	2340	168.82
9/1/2010	Neal Prince Architects	Transit center Renovation Design	2339	3,499.25
9/2/2010	Thomas Concrete	Bus Shelter slab @ Verdae behind Olive Garden	525642	273.00
9/23/2010	UTC Fire & Security	Misc item, Mobile view	3446976	877.54
9/30/2010	Neal Prince Architects	Transit Center Renovation Expenses	2473	63.76
9/30/2010	Neal Prince Architects	Transit Center Renovation Design	2472	5,296.35
10/1/2010	State of SC Insurance Reserve Board	Add shelters 26, 27 and 28	1185875	51.33
10/1/2010	State of SC Insurance Reserve Board	Add shelter 29	1185932	17.11
Grand Total				\$350,228.74

The Finance Committee recommends to the full board payment of invoices in the amount of \$350,228.74 pending availability of funds. Since this is a recommendation from the Finance Committee, a second is not required. No opposers. The recommendation carries.

The Finance Committee also reviewed staff's request for board action to include the price of the proposed bike facilities and bike lockers in the 2010 Annual Apportionment Grant Application under the category of Transit Enhancement; they concurred with the Development Committee in recommending approval of this request and sending the request to the full Board for approval. *This board action was voted on in the Development Committee segment, and it did not pass.*

A Request for Board Action was submitted by staff asking the Board to authorize an agreement between GTA and SunGard in which a financial management software system will be purchased. This recommendation is based on affordability as well as adherence to the specifications mentioned in the RFP. Previous audits have stated the necessity for a new financial management system; QuickBooks is currently used. The financial commitment consists of a three year service contract totaling \$146,869.00. The project budget is \$174,196.00 (80% of which derives from a grant). The Selection Committee did not base their selection solely on cost; primary consideration was compatibility and compliance with the scope outlined in the RFP. Ms. Crawford stated that obtaining a new financial system was a requirement from the FMO Audit that took place January 2009.

During the Finance Committee meeting, the Committee was not comfortable with making a request for approval and asked for justification for purchasing the Software. Mr. Al Gray, Treasurer, asked that a document be prepared showing justification of needs, etc. After the committee met, Karen Crawford emailed a document to the Board listing the benefits of H.T.E. SunGard Financial Management Software (document is included in board package). This document also addressed the QuickBooks software currently being used. The determination is that QuickBooks is not a secure financial management system. Mr. Carter felt that the Board was now ready to make a motion on the purchase of the new software.

Ms. Crawford stated that there is no good tracking for encumbrances and purchase orders, requisitions and fixed assets in QuickBooks. One of the issues with QuickBooks was the loss of data. When checks are voided, the system would go back to original date of check causing bank reconciliations to change permanently. She stated that utilization of two staff members at month end will be reduced with the new system. Two City employees currently spend approximately 40 hours per month, and Ms. Crawford hopes to cut this in half. There will be an annual cost of \$38,400.00. The information given to the Board will be combined into one system. The grant to purchase new software gives approval for \$174,196.00; this was already written into the grant in order for them to go out for bids. This new system can go on the existing hardware. The funding for this program will come out of non vehicle maintenance; it is an 80/20 split. The City will not provide the match; it will come out of our revenue. Mr. Jackson stated that the good news is that there is additional revenue due to ridership being up. An additional \$7,000.00 will be needed per year. The money for the match will not be accrued until next year. We have money for the service contract; however, we will have to cover the next three years. The initial purchase is for purchase of software. The software can be installed for \$27,000.00. After installation, there will be a monthly maintenance fee. The question was asked regarding whether this in the budget; it is not clear at this moment whether new accounting software was included in the budget. July 1st would be the potential date for going on line. We are familiar with this software. There will be a time frame for developing what we need. The amount of \$174,096.00 had been set aside from the apportionment budget. The bid came in under budget by \$30,000.00 since the feds gave us an allowable amount of \$174,096.00 to purchase software.

A motion to approve the purchase/installation of new software and enter into a three year contract with SunGard was made by Mr. David Mitchell. The motion was seconded by Mr. John Boyd. No opposers. The motion carries.

- We may be able to get video equipment without additional money.

Management Report by Carl Jackson (report enclosed in Board Package):

- Two Bus Operators participated in the state rodeo competition which promotes transit safety.
- Carl Jackson was appointed to the State Board of the Transportation Association of South Carolina.
- No Tiger II capital grants were approved in the state of South Carolina. The City of Greenville was awarded a \$235,000.00 Tiger II Planning Award under the joint HUD/DOT Planning Grant Program for a plan to link affordable housing through the DOT. A lot of the Tiger II awards seem to have gone to rail related projects. Florida received some form of BRT.
- The Greenlink performance matrix is enclosed in package.

Additional info:

- Charleston had article in their paper about their deficit which discussed cutting their transit service. Their deficit is 1.8 million dollars; which is about three times our total operating budget. The money their transit system had expected to receive from the sales tax had been diverted to other projects, and they received less than anticipated.
- Mr. Jan Williams questioned whether GTA has a reserve. He was informed that GTA has a \$179,000 fund balance.

A motion to adjourn was made by Mr. David Mitchell. The motion was seconded by Mr. Jan Williams. No opposers. The motion carries.

Prepared by: Lorrie Brown
Lorrie Brown, GTA Administrative Assistant

Date:

11/24/10

Approved by: Mr. Matt Carter
Mr. Matt Carter, Chairman

Date:

11/24/10